

The Witterings Youth Information Partnership Project

Background

The project is a peninsula-wide development partnership, funded for 12 months by the National Lottery tasked with the specific purpose of gathering information on current youth provision across the Manhood, identifying gaps and developing new service offerings ready to apply for a large funding bid in 2020 from the National Lottery for service delivery.

The project partnership consists of a consortium of voluntary and statutory organisations from across the peninsula engaged in the provision of services to young people.

Over the course of the next 12 months the project will audit current youth provision and activities and the sustainability of the groups delivering this work, consult with young people across the area to hear their thoughts and ideas and develop plans for the future expansion and delivery of youth work, which will then be subject to a funding bid application to the National Lottery.

A full list of consortium partners, the project management framework and the proposed partnership agreement, along the project timetable are attached which detail how the project will be delivered.

The recommendation is that East Wittering and Bracklesham Parish Council should join the partnership and sit on the steering group as one of the representatives from the Eastern Manhood Peninsula.

MANHOOD PENINSULA
Youth Information
Project
Partnership
Agreement



PARTNERSHIP AGREEMENT

1. The Name of the Partnership shall be **Youth Information Project Partnership** and abbreviated to **YIP** for the purposes of the Project and Partnership
2. **THIS AGREEMENT** is made **BETWEEN** the persons and their partnership organisations listed in Schedule 1

2.1 The Lead partner is identified as Youth Dream (Selsey) Ltd.

2.2 Partners are classified under four distinct types

- a) Consortium – engagement of all partners across the Manhood Peninsula
- b) Project Team – delivers the work
- c) Steering Group – oversees and ensures delivery of the work of the Project Team
- d) Quality Assurance Team – oversees safeguarding and viability of the Partners

Context

3.0 This partnership is formed to

- a. gather and collate information and analyse youth provision, youth needs and gaps in services across the Manhood Peninsula;
- b. produce a Manhood Peninsula Youth Strategy and Action Plan for delivery
- c. make an application to the National Lottery Grants for funding to deliver the Action Plan

Term and Duration

4.0 The agreement commences on the date of the last signatories or, if the Agreement is signed after 1st December 2019, is deemed to have begun on 1st November 2019.

4.1 The agreement and partnership will dissolve on 31st October 2020, a period of twelve whole months after the commencement date.

4.2 The Partnership will not automatically dissolve if any Partner stops being a Partner by reason of his death, retirement or expulsion or a new Partner is admitted, or a Partner organisation replaces a Partner with a new representative Partner, under the provisions of this Agreement.

4.3 The Partnership continues until dissolved by the Partners under the section below **Terminating the agreement** or at the dissolved date, 4.1 above.

Place of Business

6.0 The principal activities of the Partnership will be carried out from

- a. The Care Shop, High Street, Selsey, PO20 0QB
- b. The Bridge Youth Support Centre, School Lane, Selsey, PO20 9EH
- c. Snak Shak Warehouse, High Street, Selsey, PO20 0QB

Activities can and are likely to take place in all venues managed and operated by the Partners.

Relationships

7.0 All members are expected to agree to the principles of partnership. These are set out in **Annex A**.

Structure

7.1 The partnership consists of the whole partnership group plus its sub groups. The partnership group will be chaired by Dr Mike Nicholls who will chair.

Membership

7.2 The partnership consists of the individuals and their organisations listed in Schedule 1. The lead partner is Youth Dream (Selsey) Ltd.

Communications

8.0 The partnership will meet regularly and no more than 8 weeks between each meeting. An agenda should be circulated one week in advance of the meeting and each partner should let the chair know if they have additional items. Notes of meetings will be sent out within ten working days of the meeting by Kim Long, Manager of The Bridge, Youth Dream (Selsey) Ltd. Outside of these meetings, communications will be made by email or telephone. For best practice Telephonic communications should have a written note made of their main content

8.1 Reports and feedback will be made to The National Lottery as outlined in the offer and rules of the grant.

Decision Making

9.0 The main partnership will make decisions. Where possible the partnership will try and achieve a consensus. If a vote is made on any issue the decision will be carried by a majority vote.

Resolving problems

10.0 Where there is conflict, dispute of difference within the partnership, in the first instance attempts will be made to resolve the matter through senior managers of the parties concerned. If there is still no resolution then a third party may be involved. The third party will be another member of the partnership.

Membership Roles and Responsibilities

11.0 **Range of services** Each partner will deliver services, projects and initiatives to achieve the aims, outlines in 3. Context, above.

11.1 **Attendance at partnership meetings and sub groups** All partners are expected to attend partnership meetings and where possible send the same representative each time to ensure continuity. If a partner is unable to attend then the onus is on them to find out what was discussed and agreed at the meeting.

11.2 **Quality Standards** The partnership will adopt the following quality standards and all partners are expected to comply with these

a. **Sub contracting** will not take place without full agreement of the partnership

b. **Insurance requirements** Each partner is responsible for maintaining relevant insurance policies including public liability, employer's liability and professional indemnity

c. **Health and Safety** Each partner is responsible for the health and safety of their staff, volunteers and beneficiaries (where relevant) in accordance with their health and safety policy and should have suitable risk assessment systems

d. **Data protection** All partners should comply with the requirements of the Data Protection Act and General Data Protection Regulations 2018

e. **Equal opportunities** All partners must have a written equal opportunities policy that outlines the arrangements that are in place to ensure staff, volunteers and beneficiaries are treated fairly and protected from bullying and harassment

f. **Safeguarding** As this project involves working with young people a Safeguarding protocol will be adhered to and all those directly working with young people, be DBS checked

Financial Arrangements

12.0 The National Lottery Development Grant, for the sum of £30,000 will be held by Youth Dream (Selsey) Ltd and will fund the aims of the partnership outlined in 4. Context above, in accordance with the budget submitted to the National Lottery. Any deviation from this will require National Lottery approval prior to any change.

12.1 Payments and claims will be approved in advance of expenditure by Youth Dream (Selsey) Ltd and will be in line with the expenditure outline as made to the National Lottery in the grant application for the Lottery Development Grant Application.

12.2 Payments and claims will be made payable by Youth Dream (Selsey) Ltd.

12.3 In the event that an overpayment is made the overpayment will be liable for repayment by the recipient and will be claimed for as soon as the overpayment is identified.

12.4 Any interest accrued on funds will be added to the grant fund.

12.5 Youth Dream will operate a separate bank account with both a deposit and current account for the purposes of this project and for the project period.

12.6 Tax payments are not payable from this funding stream and therefore not applicable.

12.7 The account will be managed to ensure no losses and no overdraft will be taken out.

Terminating the agreement

13.0 **Giving notice** A member of the partnership may terminate their membership by writing to Dr Mike Nicholls, detailing the date that they wish to terminate their part in the partnership.

13.1 **Breach of agreement** If there is a breach of this partnership agreement the lead partner will endeavour to resolve the matter swiftly and in writing. The partner in breach may have their membership suspended during this time in which case they will not be able to act on behalf of the partnership. If the breach cannot be rectified, the member may be asked to leave.

13.2 **Continuity** Partners are asked to commit to the project, with a the same representative where possible, to see the project through to its conclusion. Any partner experiencing any issues or difficulties is asked to speak to Mike Nicholls in confidence.

ANNEX A

Partnership Guiding Principles

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our effectiveness in delivering the aims of the partnership.

Openness and transparency

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

Sharing good and best practice

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

Commitment to high standards and continuous quality improvement

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards and where appropriate we will set challenging but realistic quality improvement targets. We will welcome external inspection as an opportunity to verify our internal quality assurance and quality improvement standards.

Operate sound business practices

We start off from the premise that we are all successful organisations and that each organisation maintains its own financial stability during the course of the partnership period. Reasonable expenses spent in the course of delivering the project will be paid if agreed in advance by the Lead Partner. We will be efficient in how the partnership operates. For example we will use technology where we can, we will supplement face to face meetings with on-line communication and we will keep paperwork and bureaucracy to a minimum.

Commitment to flexibility

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will

therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.

Commitment to National Lottery regulations

The partnership agrees to operate within the rules, regulations and demands of the National Lottery, as set out in its original offer to the Lead Partner.

SCHEDULE 1

This agreement is made between the partners consisting of

Organisation	Main Contact	Signed:
Youth Dream (Selsey) Ltd	Name: Mike Nicholls Email: mdnicholls@me.com Contact Tel: 01243 603983	
Youth Dream (Selsey) Ltd	Name: Lee Sharp Email: leesharp@youthdream.co.uk Contact Tel: 07798806969	
Youth Dream (Selsey) Ltd	Name: Kim Long Email: kimlong@youthdream.co.uk Contact Tel: 07902722494	
Snak Shak Warehouse	Name: Liz Ball Email: liz2ball@gmail.com Contact Tel: 07766252545	
Selsey Scouts	Name: Debz Clothier Email: debz.clothier@btinternet.com Contact Tel: 07872491901	
Selsey Scouts	Name: Jenny Ririe Email: jennypirie@btinternet.com Contact Tel: 07726344076	
Individual	Name: Carol Purnell Email: carol@carolp.plus.com Contact Tel: 07785387279	
East Wittering and Bracklesham Parish Council	Name: Sam Tate Email: sam.tate@eastwitteringandbrackleshampc.org.uk Contact:	
Selsey Town Council	Name: Darren Buckfield Email: dazz90@gmail.com Contact Tel: 07795810897	
Selsey Town Council	Name: Zoe Neal Email: zoe.neal@selseytowncouncil.gov.uk Contact Tel:	
Selsey Girl Guides	Name: Rosemary Beal Email: selseyguides@gmail.com Contact Tel: 01243605889	
First East Wittering District Commissioner for Cakeham and Roman Way	Name: Jacqui Manuel Email: fourmanuels@btinternet.com Contact Tel: 07962932235	

Individual	Name: Lisa Lyon Email: lm.lyon@btinternet.com Contact Tel: 07768274735	
The Academy (Selsey) School	Name: Nick Brown Email: nbrown@tas-tkat.org Contact Tel: 07717842269	
Wittering Youth Club	Name: Sarah Haines Email: sarahhaines48@hotmail.com Contact Tel: 07484257514	
Selsey Town Council	Name: Sue Osbourne Email: sue.osbourne@selseytowncouncil.gov.uk Contact Tel: 01243605803	
Chichester District Council	Name: Neil Hill Email: nhill@chichester.gov.uk Contact Tel: 07714196128	
West Sussex County Council	Name: Phillip Finlinson Email: phillip.finlinson@westsussex.gov.uk Contact Tel: 07710381983	
1 st Birdham and Wittering Scouts	Name: Josh Brown Email: brownj0217@gmail.com Contact Tel: 0798339869	
Rock Challenge and Selsey Scouts	Name: Barrie Williams Email: barrie@selseywilliams.co.uk Contact Tel: 07766536459	
Clarion Housing	Name: Jane Haskins Email: Jane.Haskins@clarionhg.com Contact Tel: 07703 887266	

Youth Information Project Partnership

LEAD ORGANISATION

Youth Dream *Mike Nicholls*

STAKEHOLDERS OUTSIDE OF PARTNERSHIP

Earnley Parish Council, Donnington Parish Council, Sidlesham Parish Council, etc

CONSORTIUM – Chair MN, Minutes KL

Youth Dream *Kim Long and Lee Sharp*

Snak Shak *Liz Ball*

1st East Wittering Guides *Jacqui Manuel*

Selsey Guides *Rosemary Beal*

1st Birdham and Witterings Scouts *Josh Brown*

Selsey Scouts *Jenny Pirie and Debz Clothier*

West Sussex County Council (Early Help) *Phillip Finlinson*

Individual *Carol Purnell*

Selsey Town Council *Darren Buckfield, Zoe Neal and Sue Osbourne*

Individual *Lisa Lyons*

The Academy Selsey *Nick Brown*

Wittering Youth Club *Sarah Haines*

Chichester District Council *Neil Hill*

Rock Challenge *Barrie Williams*

Clarion Housing *Jane Haskins*

East Wittering & Bracklsham Parish Council *Sam Tate*

QUALITY ASSESSMENT TEAM

(Safeguarding, financial stability, oversees consortium partners)

Lead *Chris Butler*

Lisa Lyons

Neil Kimber

PROJECT TEAM – Follows Action Plan

(Information gathering, write action plan, apply for next Bid funding)

Sank Shak *Liz Ball*

Youth Dream *Kim Long*

Majority of consortium to be included on a task basis as project progresses

STEERING GROUP Chair MN, Minutes BA

(Receive reports from Project Team, check all is on track)

Youth Dream *Bob Arnold*

Selsey Rep 1 *Carol Purnell*

Selsey Rep 2 *Zoe Neal*

Witterings Rep 1 *Sam Tate*

Witterings Rep 2 *Jacqui Manuel*

Young Person 1 *Masie Smith*

Young Person 2 *Ben Donald*

TAS *Tom Garfield*

Youth Information Project

Meeting Dates

7.00pm Snac Shak

Consortium Meetings

14th November 2019

20th February 2020

19th March 2020

21st May 2020

18th June 2020

17th September 2020

Steering Group Meetings

16th January 2020

16th April 2020

16th July 2020

15th October 2020

Project Team Meetings

Lead and Officer meet weekly

Partners invited as required

Quality Assessment Team Meetings

TBC

